

DEPARTMENT OF LOCAL GOVERNMENT FINANCE
LOCAL GOVERNMENT TAX CONTROL BOARD
HEARING INFORMATION SHEET

General Obligation Bond/Lease Rental

UNIT NAME: _____

COUNTY: _____

Complete all sections of this Information Sheet to expedite review of your request. Incomplete submissions will be returned. Returned forms will require the unit to again petition the Department of Local Government Finance for determination.

Requesting approval of:

Amount

\$ _____ General Obligation Bond: IC 6-1.1-20

\$ _____ Lease Rental Agreement: IC 36-1-10

\$ _____ Other IC: _____

1. Is this a controlled project? (Check one) ☐ Yes ☐ No

If **No**, explain: _____

2. Is a common construction wage applicable to this project? (Check one) ☐ Yes ☐ No

If **No**, explain: _____

3. Is a tax rate anticipated to repay the debt? (Check one) ☐ Yes ☐ No

If **No**, explain: _____

4. What is the estimated tax rate impact based on the maximum annual debt payment? (Complete the following. If this is a property tax back, please calculate the rate that would be needed if a debt service fund were to be created.)

a) First Year of Repayment Requiring Rate:	20____ Pay ____
b) Estimated Assessed Value	_____
c) Maximum Annual Payment	_____
d) Less Estimated Excise Tax	_____
e) Less Estimated Financial Institutions Tax	_____
f) Estimated Levy (c-d-e)	_____
g) Estimated Tax Rate (f ÷ b/100)	_____

Rate Impact Data (List All Funds)

Fund	DLGF Current Year Approved Tax Rates 20__	Anticipated Rates First Year of Repayment 20__	Anticipated Rates Maximum Year of Repayment 20__
General			
Debt Service			
TOTAL			

5. If no tax rate impact is anticipated due to an increase in assessed valuation and/or debt retirement provide a schedule indicating the unit's estimates for the term of the loan.
6. Were the terms of financing openly discussed at public meetings? (Check one) ☐ Yes ☐ No
7. Will this issue in any way result in an appeal to increase the levy limitations under IC 6-1.1-18.5-12? (Check one) ☐ Yes ☐ No

If **Yes**, please explain: _____

8. State the purpose(s) of the project(s). (Attach a separate page, if necessary): _____

9. Attach a detailed Project Description to this information sheet (if applicable).

TOTAL PROJECT COST (ALL BUILDINGS)

COST OF CONSTRUCTION	Holding Corp. or Bond Proceeds	Construction Funds	Local Funds	Total Cost
Construction Costs				
Architect Fees * _____%				
Clerk of the Works				
Construction Management * _____%				
General Conditions				
Land or Building Costs				
Soil Testing				
Loose Equipment				
Builders Risk Insurance				
Title Insurance				
Contingencies * _____%				
Other				
SUB TOTAL CONSTRUCTION				

COST OF FINANCING	Holding Corp. or Bond Proceeds	Construction Funds	Local Funds	Total Cost
Attorney Fees * _____%				
Bond Counsel * _____%				
Financial Advisor * _____%				
Underwriter's Fee * _____%				
Trustees Fee * _____%				
Off. Statement & Ratings				
Bond Printing				
Legal Advertising				
Other				
Interest During Construction ** ___ Months @ _____%				
SUB TOTAL FINANCING				
TOTAL PROJECT COST				

* Expressed as a percentage of total project cost.

** Net of anticipated interest from investments.

PROJECT COST OF AN INDIVIDUAL BUILDING
(Attach a separate page for each building)

BUILDING NAME: _____

BUILDING USE: _____

- a) *New construction includes any new facilities that previously did not exist.*
 b) *Additions to existing construction includes a new addition to an existing facility.*
 c) *Remodeling of an existing structure includes structures that exist and will have renovations/remodeling but NO new addition.*
 d) *If an addition is part of a remodeling project separate the square footage of the addition and the square footage of the area to be remodeled.*

New Construction: _____ square feet Cost per square foot \$ _____ (Sq. Ft. / Total Construction Costs)

Addition: _____ square feet Cost per square foot \$ _____ (Sq. Ft. / Total Construction Costs)

(square feet of original structure prior to addition = _____)

Remodeling: _____ square feet Cost per square foot \$ _____ (Sq. Ft. / Total Construction Costs)

COST OF CONSTRUCTION	Holding Corp. or Bond Proceeds	Construction Funds	Local Funds	Total Cost
Construction Costs				
Architect Fees				
Clerk of the Works				
Construction Management				
General Conditions				
Land or Building Costs				
Soil Testing				
Loose Equipment ¹				
Builders Risk Insurance				
Title Insurance				
Contingencies				
Other ²				
TOTAL CONSTRUCTION COST FOR THIS BUILDING				

1. Detail items and costs for "Loose Equipment". (Attach a separate sheet if necessary):

2. Explain "Other". (Attach a separate sheet if necessary.):

FUNDING INFORMATION

Funds Provided From:

General Obligation Bond _____
Lease Rental _____
Other (local funds, grants, or other) _____

Local Funds (list separately):

FUND	AMOUNT
TOTAL AMOUNT:	

1. Are all Local Funds on hand? (Check one) ☐ Yes ☐ No

Grants or other sources (list separately):

GRANT	AMOUNT
TOTAL AMOUNT:	

2. Have all grants or other sources of funding been approved and on hand? (Check one) ☐ Yes ☐ No

TOTAL PROJECT COST (GOB/Lease + Local Funds + Grants + Other) = \$_____

DEBT INFORMATION

List the type and purpose of each current debt:

Loan Type (General Obligation Bond, Lease Rental, Emergency Loan, Apparatus Loan, etc)	Purpose	Annual Payment	Retirement Date

- What is the unit's current amount of indebtedness subject to the 2% debt limitation?
\$ _____
- What is the unit's most recent certified assessed valuation? \$ _____ For Year _____
- What is the unit's current statutory debt limitation? _____ / 3 X (.02) = \$ _____
(Most Recently Certified Assessed Valuation)
- What is the unit's current ability to issue General Obligation Bonds? \$ _____

Proposed Debt Service Payments for this Project

Type	Term (yrs.)	Int. Rate ¹	First Full Year (First Year of Debt Service Rate)		Maximum Payment (Maximum Payment Year)	
GOB or Lease (as cited in lease)			20____		20____	
GOB or Lease (current estimate)			20____		20____	

¹ Maximum interest rate may not exceed 8% without prior approval from the Department of Local Government Finance

Publications and Notices
(All Proofs of Publication must accompany this document)

1. Date of Notice of Preliminary Determination: _____
2. Date of Preliminary Determination Hearing: _____
3. Date of Publication of Preliminary Determination: _____
4. Last Date for application of Petition/Remonstrance Process: _____
5. Was an application for Petition/Remonstrance filed? (Check one) ☐ Yes ☐ No
6. Was the application found to be sufficient? (Check one) ☐ Yes ☐ No
7. If the application was declared insufficient, please briefly explain why: _____

8. Date of Publication Beginning Petition/Remonstrance Process: _____
9. Last Date for Objecting Petitions for Petition/Remonstrance Process: _____
10. Votes on Petition/Remonstrance: Aye _____ Nay _____
11. Date of governing body's resolution appropriating bond proceeds or
date of hearing on lease rental agreement: _____
12. The elected/governing body consists of _____ members. Their resolution/ordinance to adopt the proposed
project passed by the following vote:
____ Aye ____ Nay ____ Abstain ____ Absent
13. Date of Publication for Sale of Bonds (IC 6-1.1-20-5(a)) or
date of Publication for Execution of Lease (IC 36-1-10-13): _____
14. Last date objecting petition may be filed from 12 above: _____
15. Date Bonds are expected to be sold or date of execution of lease: _____
16. Has the project been bid? (Check one) ☐ Yes ☐ No
17. Date construction is expected to start _____

LISTING OF PROFESSIONALS INVOLVED IN THIS PROJECT
(The Department of Local Government Finance Order will only be provided those as indicated below)

Attorney

Name		
Address		
Phone Number		
Fax Number		
Date of Written Contract		
Is Fee Percentage Based	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provide Copy of DLGF Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Bond Counsel

Name		
Address		
Phone Number		
Fax Number		
Date of Written Contract		
Is Fee Percentage Based	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provide Copy of DLGF Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Financial Advisor

Name		
Address		
Phone Number		
Fax Number		
Date of Written Contract		
Is Fee Percentage Based	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provide Copy of DLGF Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Architect

Name		
Address		
Phone Number		
Fax Number		
Date of Written Contract		
Is Fee Percentage Based	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provide Copy of DLGF Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Unit Fiscal Officer

Name		
Address		
Phone Number		
Fax Number		
Date of Written Contract		
Is Fee Percentage Based	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provide Copy of DLGF Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other

Name		
Address		
Phone Number		
Fax Number		
Date of Written Contract		
Is Fee Percentage Based	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provide Copy of DLGF Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No

COMMON CONSTRUCTION WAGE

(TO BE COMPLETED IF A PUBLIC WORKS PROJECT AND TOTAL COSTS EXCEED \$150,000)

Important: A copy of the minutes of the wage scale meeting and adoption must accompany this document

1. Is Wage Scale provided? (Check one) ☐ Yes ☐ No
If **No**, explain why unit is exempt from providing such documentation:
2. Did the wage committee consider the following factors:
 - a) A determination of the skilled, semiskilled and unskilled classes required under IC 5-16-7-1(c)(1) for each trade or craft classification of labor employed in the performance of the project's contract?
(Check one) ☐ Yes ☐ No
 - b) A determination of reasonably anticipated costs of providing fringe benefits commonly paid to workers on similar projects if their exclusion would depress real compensation below the level commonly set by the private sector. (Check one) ☐ Yes ☐ No

What was the date of the Common Construction Wage Committee Meeting? _____

3. Did the wage scale committee base its decision on data that was representative of the wages most commonly paid in the county where the project is located and for the types of work at issue?
(Check one) ☐ Yes ☐ No
4. If the wage scale committee did not consider the factors and information described above, provide an explanation of the reason(s) why such factors and information were not considered:
5. Did any members of the committee abstain or refuse to sign the wage determination?
(Check one) ☐ Yes ☐ No

If **Yes**, state the members name, title and reason for vote:
6. If the answer is **Yes** to question #5, all data and information compiled by the Common Construction Wage Committee must accompany this document. Those documents include (but are not limited to) the following:
 - Surveys of projects and the rates proposed.
 - Any documents from the Department of Workforce Development pertaining to this project's Common Construction Wage Scale.
 - Any information that is background information for the Common Construction Wage hearing.
 - Any other documentation compiled by the committee that is not enumerated above.

Required Documentation

The following information is required to be attached to this document. This document and supporting information must be filed with the Department of Local Government Finance on or before the "Information Due Date" as indicated below.

Indicate by a [X] documentation attached

- ☐ Required Proofs of Publication (Refer to Page 6)
- ☐ Governing Body Bond Resolution/Ordinance or Lease Resolution/Ordinance
- ☐ County Auditor's Certificate of No Remonstrance, if applicable
- ☐ Amortization Schedule as required
- ☐ Proposed Lease Agreement, if applicable
- ☐ County Auditor's Certification of petitions signed by fifty (50) or more taxpayers requesting entering into the lease pursuant to Ind. Code § 36-1-10-7, if applicable
- ☐ Minutes of the Common Construction Wage scale meeting and adoption, if applicable
- ☐ Detailed project description, if applicable.
- ☐ Ten (10) copies of Hearing Information Sheet and above supporting documentation
- ☐ 1 Copy of vehicle specifications, if a vehicle purchase is included in the project
- ☐ Newspaper articles pertaining to the project, if available

Notice

To obtain a debt service rate for the ensuing budget year, the unit must comply with the provisions of IC 6-1.1-17-3 for the ensuing year budget. In addition, on or before December 31 of the current year, the unit must execute the debt and file with the Department of Local Government Finance a final amortization schedule.

Certification

I certify to the best of my knowledge and belief that the above is a full, true and complete disclosure for the proposed project(s) to be presented to the Local Government Tax Control Board and Department of Local Government Finance.

Dated this _____ day of _____, 20_____.

Signature

Title

2003 Local Government Tax Control Board Meeting Dates

Meeting Date	Petition Due Date	Information Due Date
February 27, 2003	January 27, 2003	February 10, 2003
March 27, 2003	February 24, 2003	March 10, 2003
April 24, 2003	March 24, 2003	April 7, 2003
May 22, 2003	April 21, 2003	May 5, 2003
June 26, 2003	May 26, 2003	June 9, 2003
July 24, 2003	June 23, 2003	July 7, 2003
Aug. 28, 2003	July 28, 2003	Aug. 11, 2003
Sept. 25, 2003	Aug. 25, 2003	Sept. 8, 2003
Oct. 23, 2003	Sept. 22, 2003	Oct. 6, 2003
Nov. 25, 2003	Oct. 24, 2003	Nov. 7, 2003
Dec. 11, 2003	Nov. 10, 2003	Nov. 21, 2003